

**9-1-1 Advisory Council
Minutes
July 20, 2017
1:30 PM
Mitchell Building, Room 7**

Members Present:

Ron Baldwin, State CIO/SITSD – Chair
Quinn Ness, MDOA/SITSD – Alternate
Delila Bruno, DMA/DES
Geoff Feiss, MTA
Peggy Glass, PSAP <30K
Clint Loss, MEMSA
Commissioner Gary MacDonald, MACO
Kerry O'Connell, PSAP >30K

Captain Curt Stinson, MACOP
Jennie Stapp, MSL
Kimberly Burdick, MT APCO
Zach Slattery, MT APCO – Alternate
Michael Fashoway, MSL – Alternate
☎ Terry Ferestad, AT&T
☎ Greg Megaard, MSFCA

Staff Present: Wendy Jackson, DOA/SITSD; Sarah Mitchell, DOA/SITSD; Rhonda Sullivan, MDO/SITSD

Guests Present: Shane Scanlon, Charter Communications

☎ **Real-time Communication:** John Cummings, Charter Communications

Welcome

Ron Baldwin welcomed the council to the July 20, 2017 9-1-1 Advisory Council meeting. All members and guests were introduced.

Minutes

Motion: Geoff Feiss made a motion to approve the June 15, 2017 minutes. Commissioner Gary MacDonald seconded the motion. Jennie Stapp abstained. Motion carried.

Business

Geographic Information System (GIS) Assessment: Montana State Library (MSL)

Ms. Stapp shared SITSD's proposal to combine MSL's Request for Proposal (RFP) GIS Data Assessment with the RFP for the 9-1-1 Statewide Plan. Combining efforts will ensure the statewide plan reviews current GIS data information, recognizes gaps in data, and develops methods to maintain data collection. MSL will ensure GIS data assessment requirements are included as requirements for the RFP process. MSL representatives were placed on the Statewide Plan and Administrative Rules of Montana (ARM) subcommittees to ensure representation for MSL within these groups.

Action Item: MSL will provide additional GIS data assessment overview information and training to the subcommittees, as needed, to enhance members knowledgebase regarding GIS concepts.

Action Item: Ms. Stapp will present GIS Data Assessment overview information at the August 17, 2017 9-1-1 Advisory Council meeting.

Statewide Plan & ARM Subcommittees

Mr. Ness provided clarification regarding the Statewide Plan & ARM Subcommittees. House Bill 61 requires the department to engage with the Advisory Council to develop and adopt a Statewide Plan and Administrative Rules. Subcommittees will be established by the 9-1-1 Advisory Council to facilitate the fulfillment of these requirements. Subcommittee chairpersons and staff will report directly to the 9-1-1 Advisory Council to apprise council members of subcommittee activities and allow for public input and communication to all stakeholders. Subcommittees are not authorized to act but will serve to provide recommendations, which the council may adopt. The Scope of Work for the Statewide Plan RFP should include a requirement for contractors to regularly engage stakeholders, council members, and the public. This engagement should include meetings across the state to maximize public participation and transparency. The Scope of Work, created by subcommittees, will require adoption by the 9-1-1 Advisory Council. Mr. Ness noted 17 candidates were nominated to serve on the

Statewide Plan subcommittee. Nominations were vetted and sent to council members, via email, for voting. The email voting process was not successful as not enough members responded to constitute a quorum. To ensure adequate representation for all stakeholders, member nominations considered geographic dispersion as well as Public Safety Answering Points (PSAPs) over and under 30,000. The council reviewed potential candidates for the Statewide Plan subcommittee and staff proposed the following:

Nicole Brown	Broadwater County	GIS
Brian Chernish	Flathead County	PSAP > 30,000 Population
Michael Fashoway	State Library	GIS
Lisa Kelly	CenturyLink	Telecommunications Company
Kevin Krausz	Custer County	PSAP < 30,000 Population
Chris Lounsbury	Missoula County	PSAP > 30,000 Population
Sapphira Olson	Sheridan County	PSAP < 30,000 Population
Zach Slattery	Lewis & Clark	PSAP > 30,000 Population
Josh Waldo	Gallatin County	PSAP > 30,000 Population

Motion: Commissioner MacDonald moved to approve the membership of the statewide plan subcommittee as proposed. Kerry O'Connell seconded the motion. Motion carried.

The council reviewed potential candidates for the members who will serve on the ARM subcommittee and staff proposed the following:

Adriane Beck	Missoula County	PSAP > 30,000 Population
Liz Brooks	Flathead County	PSAP > 30,000 Population
Kim Burdick	Chouteau County	PSAP < 30,000 Population
Geoff Feiss	MTA	Telecommunications Company
Steve Haddon	Jefferson County	PSAP < 30,000 Population
Bill Nyby	Sheridan County	PSAP < 30,000 Population
Kerry O'Connell	Gallatin County	PSAP > 30,000 Population
Denis Pitman	Yellowstone County	PSAP > 30,000 Population
Jennie Stapp	State Library	GIS

Motion: Peggy Glass moved to approve the membership of the ARM subcommittee as proposed. Commissioner MacDonald seconded the motion. Motion carried.

Action Item: Mr. Ness will provide subcommittee member rosters to 9-1-1 Advisory Council members.

Action Item: Mr. Ness will provide 9-1-1 Advisory Council members with information regarding subcommittee meeting schedules.

Mr. Ness reviewed action items from the June 15, 2017 9-1-1 Advisory Council meeting. Ms. Sullivan and Michael Fashoway met to discuss subject matter experts for potential nomination to subcommittees. The Montana Association of Counties (MACO) reached out to County Commissioners regarding subcommittee nominations. Mr. Ness provided the council a list of subcommittee nominations. Mr. Ness also researched Senate Bill 261 for revisions that would impact the State Revenue account. No statements were discovered that indicated Senate Bill 261 would affect any of the 9-1-1 State Special Revenue accounts.

Action Items: Lisa Kelly will provide a list of PSAPs with Internet Protocol (IP) capable equipment during the August 17, 2017 9-1-1 Advisory Council meeting.

Action Item: Mr. Ness will provide an update to his conversation with State Procurement and Legal Counsel regarding private company representation on the Statewide Plan subcommittee during the August 17, 2017 9-1-1 Advisory Council meeting.

Advisory Council Members Alternates

Ms. Sullivan reviewed the alternates list for 9-1-1 council members. Assignment of alternates are needed for Vern Burdick, Leonard Lundby, and Greg Megaard.

Action Item: Ms. Sullivan will contact Mr. Burdick and Mr. Lundby to receive their appointed alternate.
Action Item: Mr. Megaard will provide Ms. Sullivan with the name for his alternate.

Public Comment

None

Future Agenda Topics

None

Next Meeting

August 17, 2017
1:30 PM to 3:30 PM
Capitol Building, Room 152

Adjournment

The meeting adjourned at 2:18 PM.

DRAFT